

## 12/14 Report

Hwy 105 "spring" area – questions/concerns about the current fix/overlay. CDOT is working on plans for a new solution to this area in 2024.

Town Bank cash position page – restructure the page for financials by respective funds. In 2024, following the department work sessions with the Board, we will work on fund policies to assign reserves as the Board determines to plan for the future.

As Board members may be aware, the County will be distributing final certification of valuation on or around 12/20. The final notice may adjust the assessed valuation for property in the town; thus, may modify the anticipated property tax revenue noted in the 2024 budget. Typically, the certification of tax levy is due to the County by 12/15. The deadline is extended to 1/10. With this, staff requests that the Board consider a tentative special meeting on Wed., 1/3 should the budget need to be revised and considered.

Town offices will be closed Mon-Tue., 12/25-26 and Mon., 1/1. On behalf of your Town staff, we wish you all a Merry Christmas and a safe and happy holiday season!

# TOWN OF PALMER LAKE

## Schedule of Cash Position

November 30, 2023

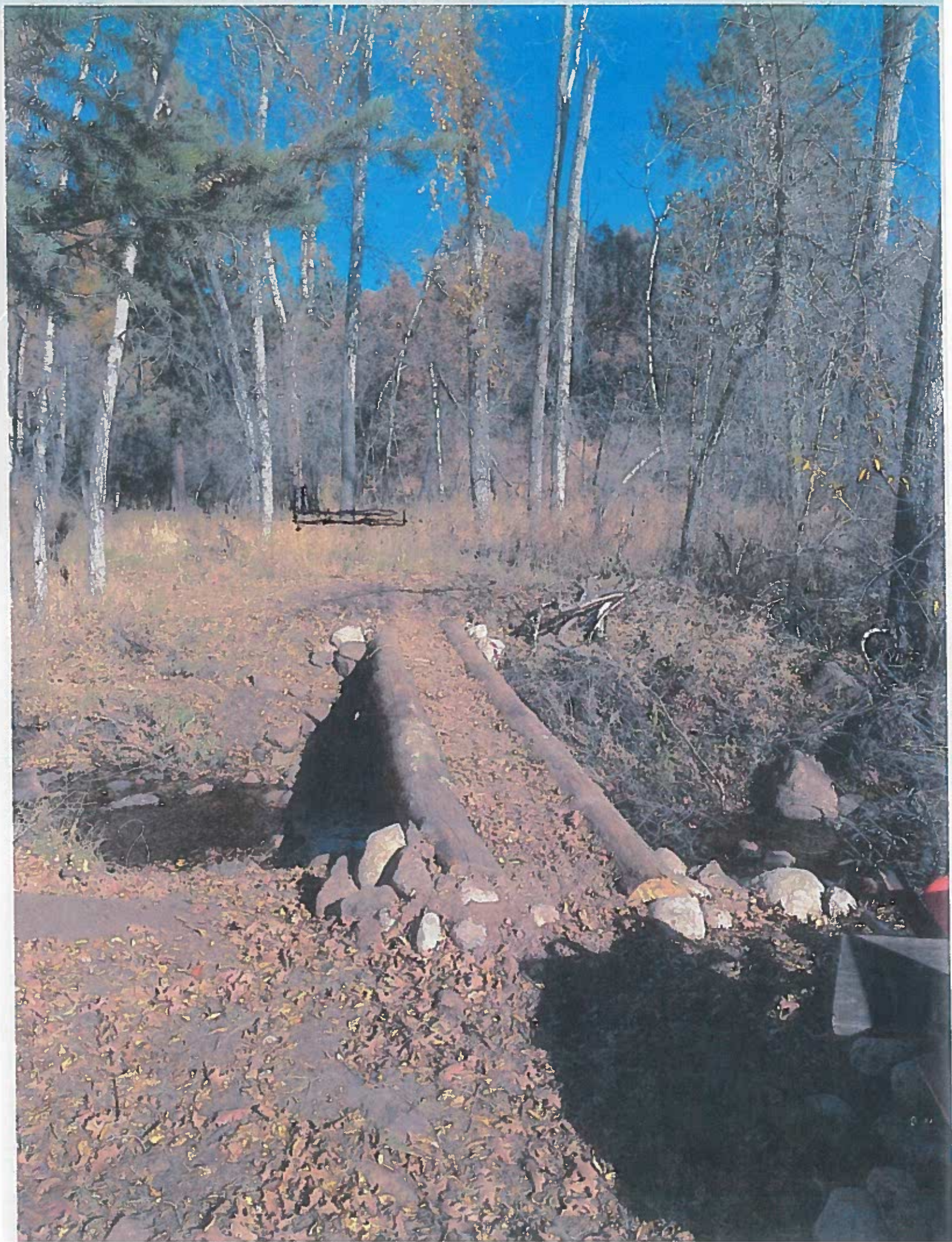
Cross-  
reference to  
new Cash  
Position  
Schedule

|    | FINANCIAL<br>INSTITUTION                                       | TYPE OF ACCOUNT        | CHECKING /<br>SAVINGS | BANK<br>RATE | BALANCE             |
|----|--|------------------------|-----------------------|--------------|---------------------|
|    | <b>OPERATING FUNDS:</b>  |                        |                       |              |                     |
| 1  | Community Banks of CO  | General Fund Operating | Checking              | n/a          | \$ 685,840          |
|    | <i>* Restricted - Operating Reserve - 3 months (\$752,109)</i> |                        |                       |              |                     |
| 2  | Community Banks of CO  | Water Fund Operating   | Checking              | n/a          | \$ 1,663,062        |
|    | <i>* Restricted - Operating Reserve - 3 months (\$224,600)</i> |                        |                       |              |                     |
| 3  | Colorado Trust (ColoTrust)                                     | General Fund           | Savings               | 5.56%        | \$ 1,493,061        |
|    | <b>Subtotal - Operating Funds</b>                              |                        |                       |              | <b>\$ 3,841,962</b> |
|    | <b>RESTRICTED FUNDS:</b>                                       |                        |                       |              |                     |
| 4  | Colorado Trust (ColoTrust)                                     | Water Reserve 2010     | Savings               | 5.56%        | \$ 190,186          |
| 5  | Colorado Trust (ColoTrust)                                     | Water Loan Reserve     | Savings               | 5.56%        | \$ 210,697          |
| 6  | Colorado Trust (ColoTrust)                                     | Water Savings          | Savings               | 5.56%        | \$ 211,352          |
| 7  | Colorado Trust (ColoTrust)                                     | Police CIP Reserve     | Savings               | 5.56%        | \$ 7                |
| 8  | Colorado Trust (ColoTrust)                                     | Fire CIP Reserve       | Savings               | 5.56%        | \$ 63,455           |
| 9  | Colorado Trust (ColoTrust)                                     | CTF Reserve            | Savings               | 5.56%        | \$ 28,895           |
| 10 | Colorado Trust (ColoTrust)                                     | Roads CIP Reserve      | Savings               | 5.56%        | \$ 10,568           |
|    | <b>Subtotal - Restricted Funds</b>                             |                        |                       |              | <b>\$ 715,160</b>   |
|    | <b>TOTAL</b>   |                        |                       |              | <b>\$ 4,557,122</b> |

Cross-  
reference to  
old Cash  
Position  
Schedule

| TOWN OF PALMER LAKE                            |   |                               |                       |              |              |
|--|---|-------------------------------|-----------------------|--------------|--------------|
| Schedule of Cash Positions                     |   |                               |                       |              |              |
| DRAFT - Balances from November 2023 Financials |   |                               |                       |              |              |
| FINANCIAL INSTITUTION                          | TYPE OF ACCOUNT<br>NAME   | ACCOUNT                       | CHECKING /<br>SAVINGS | BANK<br>RATE | BALANCE      |
| GENERAL FUND                                   |   |                               |                       |              |              |
| <b>GENERAL FUND OPERATING:</b>                 |   |                               |                       |              |              |
| 1  | Community Banks of CO   | General Fund Operating        | Checking              | n/a          | \$ 685,840   |
| <b>GENERAL FUND RESERVES:</b>                  |   |                               |                       |              |              |
| 3  | Colorado Trust (ColoTrust)<br><i>* Operating Reserve - 3 months (\$752,109)</i>         | General Fund Reserve          | Savings               | 5.53%        | \$ 1,493,061 |
| 7  | Colorado Trust (ColoTrust)  | Police CIP Reserve            | Savings               | 5.53%        | \$ 7         |
| 8  | Colorado Trust (ColoTrust)  | Fire CIP Reserve              | Savings               | 5.53%        | \$ 63,455    |
| 10   | Colorado Trust (ColoTrust)  | Roads CIP Reserve             | Savings               | 5.53%        | \$ 10,568    |
| General Fund Reserves Subtotal                 |   |                               |                       |              | \$ 1,567,091 |
| General Fund Accounts Total                    |   |                               |                       |              | \$ 2,252,931 |
| WATER FUND                                     |   |                               |                       |              |              |
| <b>WATER FUND - OPERATING:</b>                 |   |                               |                       |              |              |
| 2  | Community Banks of CO   | Water Fund Operating          | Checking              | n/a          | \$ 1,663,062 |
| <b>WATER FUND RESERVES:</b>                    |   |                               |                       |              |              |
| 4  | Colorado Trust (ColoTrust)  | Water Reserve 2010            | Savings               | 5.53%        | \$ 190,186   |
| 6  | Colorado Trust (ColoTrust)  | Water Savings Cap Imp Reserve | Savings               | 5.53%        | \$ 211,352   |
| <b>RESTRICTED FUNDS (WATER FUND):</b>          |   |                               |                       |              |              |
| 5  | Colorado Trust (ColoTrust)<br><i>* Restricted - Loan Reserve - 3 months (\$224,600)</i> | Water Loan Reserve            | Savings               | 5.53%        | \$ 210,697   |
| Water Fund Accounts Total                      |   |                               |                       |              | \$ 2,275,297 |
| CONSERVATION TRUST FUND                        |   |                               |                       |              |              |
| <b>CONSERVATION TRUST FUND:</b>                |   |                               |                       |              |              |
| 9  | Colorado Trust (ColoTrust)  | CTF Reserve                   | Savings               | 5.53%        | \$ 28,895    |
| Conservation Trust Fund Account Total          |   |                               |                       |              | \$ 28,895    |







## PEDESTRIAN BRIDGE LIGHTING

Why are lights needed on the pedestrian bridge? In other words, the bridge has been up since 2020, where did this “lighting” requirement come from? Is this a “need” or a “want”? The Town can use this \$25,000 toward many other “needs”, one being a Code Enforcement Officer.

This bid is approximately \$2,500 for parts, \$2,500 for the permit and \$20,000 for labor. At \$100/man hour this equates to 200 hours or five people working full time on this job for a 40-hour week. In my opinion, this bid as written is excessive.

Your summary on page 359 of tonight’s packet states that the design from Duke’s was approved by the UP railroad. Did UP even see the other two bids and their designs? If so, how were they non-compliant?

Per Code para 14.20.020, “prohibited lights means any LED bulbs with correlated color temperature of 3000k or above. The spec for these Lamar lights is 3000k. I’m not suggesting that 3000k is too high, but it is the Code. I recommend that the Code be modified to reflect something more realistic, like up to 3500k, since there are many more cost-efficient options and even at 3500k it is still considered “warm”.

## MOU with ATL for PICKLEBALL PROJECT

- Since I'm uncertain as to whether any of you read Awake the Lake's (ATL) the actual grant application I'll outline at a high level its contents and commitments. The "Project" states:
  - The grant will be used for:
    - o Infrastructure for six pickleball courts *highly visible* from the Town's "Main Street"
    - o Restroom facility with running water and toilets
    - o A *year-round* recreational outlet for seniors
  - The Project goal is to:
    - o Provide local and regional pickleball tournaments and lessons for our area's growing senior population (but does *not address* any revenue potential or how courts will be reserved for such tournaments)
    - o Allow seniors who are unable to play pickleball, the ability to participate by watching (but, does *not address* what the seniors will sit on)
  - Finally, the application states that "ATL plans to apply for other grants to bridge *any gap* between the grant and the cost of the Project"
- In comparison, the draft MOU *strictly* discusses:
  - "Installing pickleball courts" and installing a "restroom facility", but leaves out many responsibilities and costs
- The MOU doesn't address who is responsible and who pays for:
  1. Funding gaps: Responsibility ATL took in the application for gaps in funding the Project (courts; restrooms; construction and installation costs for utilities such as water, heating, electricity; benches; nets, reservation system, to name a few)
  2. Warranty: For the first two years following the court construction, if builders need to provide a two-year warranty on roads which are of similar construction type and materials, ATL should provide a two-year warranty on the courts
  3. "Scope creep" costs: This includes all of ATL's inferred application commitments (benches/bleachers, reservation system/kiosk, restroom utilities, etc.) in order to secure the grant
  4. Sustainment costs (repainting courts, repair/replacing nets, kiosk maintenance, restroom maintenance and utilities, etc.); also is there an estimate of what this will cost the Town on an annual basis?
  5. Attenuation system: The big, what if. Who pays for an attenuation system (ATL or the Town) if noise turns out to exceed the Code allowable standard?

## MOU with ATL for PICKLEBALL PROJECT

Standard pickleball noise is 70 dBa from about 100 feet from the strike of a ball. Is there even an estimate of what various attenuation options would cost? And remember—the application says the courts will be in an area that is highly visible from the Town's Main Street, so local homes are highly exposed

In summary:

- If these items are in the application, they need to be addressed in the MOU
- If the purpose of this MOU is to *avoid* the cost creep the Town experienced with buying a \$1M pedestrian bridge at the Town's cost of over \$600,000 just because it came at the "sale" price of a \$350,000 grant, these items need to be addressed in the MOU

## PEDESTRIAN BRIDGE – COSTS TO DATE

|            |   |                    |                     |
|------------|---|--------------------|---------------------|
| ~2016-2017 | GOCO Grant Award for Pedestrian Bridge  |                    | \$350,000.00        |
| ~2016-2017 | Town Match for GoCO Grant (source, Ms Havenar)                                    | \$350,000.00       |                     |
| ~2018-2019 | Cost to Move Water Line from Proposed Bridge Area<br>(source, Ms Havenar)         | ~200,000.00        |                     |
| 7 Jan 2020 | Bridge is Erected   |                    |                     |
| 2022       | UP Railroad Notification, Bridge Footer Erosion & Fencing                         |                    |                     |
| 2022       | GMS – Engineering Services (for Erosion & Fencing)<br>- Detailed costs on reverse | 15,956.81          |                     |
| May 2022   | Award (NTE \$9,675) for Erosion Repair to Munson<br>Actual – 10 Aug 2023          | 6,426.50           |                     |
| May 2022   | Award (NTE) for Fence Installation to Peak Fencing                                | \$28,800.00        |                     |
| 2024       | Installation of Lights  | <u>\$24,800.00</u> |                     |
|            | <b>(Minimum) Town Cost for Pedestrian Bridge</b>                                  |                    | <b>\$625,983.31</b> |
|            | <b>Minimum) Total Cost of Pedestrian Bridge</b>                                   |                    | <b>\$975,983.31</b> |



## PEDESTRIAN BRIDGE – COSTS TO DATE

### Detail – GMS Engineering Services for Erosion and Fencing

|             |   |            |
|-------------|---|------------|
| 21 Mar 2022 | GMS Invoice 24  | \$271.60   |
| -           | Follow-up and discussions with John Keilers & Associates regarding the calculations of the railroad right-of-way; research parcel deeds adjoining the railroad right-of way to determine if spiral curve data is available; provide 1975 Circa aerial mapping for comparison to current day right-of way; provide ongoing discussion with Town; discuss status of project internally.   |            |
| 9 Sep 2022  | GMS Invoice 26  | \$9,016.28 |
| -           | Complete preliminary design of erosion control problem; prepare drawings for erosion control work; prepare drawings for new fence line to be constructed along railroad right-of-way; perform preliminary design survey; download data and prepare drawings for rebidding; place projects out for bid and coordinate with numerous contractors; response to contractor questions via telephone and electronic mail.   |            |
| 9 Sep 2022  | GMS Invoice 27  | \$3,101.20 |
| -           | Review proposals received for the erosion control repair and new fence line placement; prepare Notice of Award and letter for erosion repair; prepare and attend the Town BoT meeting to address bids received for erosion control and fencing; review and coordinate with Town staff and architect regarding original drawings prepared for use in negotiations with the railroad regarding fence line location; prepare Notice of Award with a fencing contractor.  |            |
| 9 Sep 2022  | GMS Invoice 28  | \$1,013.10 |
| -           | Finalize contract with erosion control contractor; coordination with fencing contractor on his schedule and the excluded timeframe around Jul 4; prepare Notice to Proceed with erosion control contractor; complete staking of fence line alignment for fencing contractor; coordination between contractor and utility providers on conflict with utilities; prepare Notice of Proceed for the fence line installation; Ongoing.  |            |
| 25 Oct 2022 | GMS Invoice 29  | \$2,554.63 |
| -           | Prepare for and attend teleconference with Town staff regarding the erosion repair and construction required at the pedestrian bridge; meet with the fence contractor and schedule surveying layout of the fence alignment on both sides of the railroad; prepare survey in field to place survey stakes along the alignment; provide construction administration during the fence construction installation; review the Pay Application requires an process with Town staff; perform as-constructed survey as requested by the Railroad and prepare as-constructed drawings for distribution; distribute as-constructed drawings for project completion. |            |
| 13 Dec 2022 | GMS Invoice 33  | \$89.00    |
| -           | Coordination on behalf of Town to determine existing utility company facilities coordination placement of new electric service line to the Pedestrian Bridge and parking lots with CORE Electric Coop.  |            |
| 27 Jan 2023 | GMS Invoice 34  | \$141.00   |
| -           | Coordination on behalf of the Town for location and placement of new electric service and transformer to serve the Pedestrian Bridge and parking lots from CORE Electric Coop.  |            |

## PROPOSED 2024 BUDGET

I have four points to make regarding the proposed 2024 budget.

1. Your undated funds management letter to the BoT and citizens addresses how 2024 capital expenses have been moved out of O&M expenses to better monitor capital improvements. However, per discussions in the various Workshops (for Water rates and the 2024 Budget), and per Code, you committed to establishing a separate account for the Water Enterprise Capital Improvements revenue (specifically, the monthly Capital Improvement Fee and Tap Fees) so they are no longer comingled with O&M funds. This is not mentioned in this letter. Please elaborate on your commitment.
2. It's difficult to follow this budget without account numbers. Also, there are multiple instances of identical account descriptions (for example under Public Works, there a multiple "Salaries/Wages full time" accounts, multiple "CDOT Overlay Maint" accounts, multiple "CDOT PL Elementary Road Improvements" accounts, etc.). Please add the account numbers to each account description to avoid confusion when tracking.
3. Regarding the Water Enterprise budget (packet page 417), the \$25,300 grant from CDPHE for the Stormwater PER is still in the Water Enterprise. Please elaborate as to why, as these are General Fund monies.
4. The Water Enterprise budget (packet page 417),
  - Reflects 2022 ARP revenue of \$249,789; however, the 2022 Audit and Mr Green's 1 Aug 2023 letter state it was \$290,089. **Which is it?**
  - Reflects 2022 ARP expenses of \$240,285. In April 2023 you reported \$248,000 of 2022 expenses to the Federal government, and just last month you told me in a CORA response the 2022 expenses totaled \$249,453.
  - Aside from the fact the Town used the ARP monies for O&M and not per US Treasury guidelines, these numbers continue to change for no apparent reason but need to be consistent. Your error is in the 2024 budget, specifically the ARP expenses of \$240, 285 are in error with your own math, and should be \$249,453. See below:

|                          |  |
|--------------------------|--|
| 2021                     | \$167,114  |
| 2022                     | 240,285 (per 2024 budget) → ERROR, should be \$249,453       |
| 2023                     | 218,333 (per 2024 budget)                                    |
| 2024                     | <u>117,390</u> (per 2024 budget)                             |
| Total ARP (your math)    | \$743,122  |
| Total ARP (actual total) | <u>752,290</u>   |
| Difference               | 9,168  |
|                          | <u>240,285</u> (error in 2024 budget)                        |
|                          | \$249,453 (2022 expenses should be reflected in 2024 budget) |